

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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17 OCT 24 AM 11:15

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Alliance to Save Energy

Travel date(s): July 21 - July 21, 2017

Name of accompanying family member (if any): none

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$450	0	\$74	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See attached

10/24/17
(Date)

Sarah Mae Stevens
(Printed name of traveler)

Sarah Mae Stevens
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/24/17
(Date)

B. Cal.
(Signature of Supervising Senator/Officer)

Friday, July 21st	
7:00 AM	Depart Washington National Airport United Airlines Flight 605* *Possible flight - airfare not yet purchased
8:00 AM	Arrive at Chicago O'Hare Airport
8:30 AM	Depart for Midwest Energy Efficiency Alliance office Cab
9:00 AM	Arrive at Midwest Energy Efficiency Alliance office 20 N Upper Wacker Dr., Chicago, IL 60606 <i>Stacey Paradis, Executive Director, Midwest Energy Efficiency Alliance</i> Policy Perspectives is an event series that the Alliance hosts throughout the year. Policy Perspectives speaker series provides exclusive opportunities for Alliance Associate & Board members to connect with key energy efficiency policymakers in an intimate and informal setting. Highly regarded by both our members and former event speakers, these gatherings offer candid discussions about the future of energy efficiency policy and the potential impact on key industry stakeholders, businesses and NGOs. This particular Policy Perspectives event will focus on energy productivity in the Chicago metro area and feature staff from Siemens as well as local officials and industry leaders.
11:00 AM	Conclusion of "Policy Perspectives" Event Begin Roundtable Luncheon with meeting speakers and attendees.
12:00 PM	Conclude Roundtable Luncheon and Depart for ComEd Chicago Training Center Cab
12:30 PM	Arrive at ComEd Chicago Training Center for Tour 3535 S. Iron St. <i>Val Jensen, Senior Vice President, Customer Operations, ComEd</i> Training the energy workers of the future in the most efficient technology practices is a huge challenge facing the industry today. The facility at 3535 S. Iron St. houses 40 full-time staffers who train energy workers in 51,000 square feet of classroom and indoor training space, designed with utility poles where linemen can practice their trade. The facility provides significant economic and community benefits while meeting the need to train current and future workers on managing a modern electric delivery system. The tour will provide participants with an inside look at how ComEd is helping to build a community of the future through features like the Smart Energy Hub, a one-of-a kind interactive station designed to help elementary, middle high school students and adults learn about how electricity is generated and delivered and the technologies available to manage electricity usage and save money on electric bills.
2:30 PM	Depart for Shedd Aquarium Cab
3:00 PM	Arrive at Shedd Aquarium for Meeting & Tour 1200 S Lake Shore Dr, Chicago, IL 60605 <i>Trisha Knych, Vice President, Government Relations, Schneider Electric</i> <i>Elizabeth Joyce, Strategic Partnership Builder, Shedd Aquarium</i> The group will be meeting with Shedd Aquarium and Chicago-based Schneider Electric staff, to be followed by a private, efficiency-focused tour of the Aquarium. In 2013, the aquarium committed to an ambitious goal of cutting energy consumption in half by 2020. The Schneider Electric Building Management System (BMS) allows Shedd Aquarium to manage everything inside the building from lighting, via life support

	systems, to HVAC. The tour will allow participants to learn about how the applications of Schneider technologies are enabling different types of buildings and businesses to be more efficient.
5:15 PM	Depart Shedd Aquarium for Dinner in Downtown Chicago/Waterfront Area
6:30 PM	Conclusion of Trip – Transportation to Chicago O’Hare Airport for flight back to Washington National Airport
8:00 PM	American Airlines Flight 154* Departs for Washington National Airport *Possible flight – airfare not yet purchased
11:00 PM	Arrive at Washington National Airport in Washington, DC

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Alliance to Save Energy
-
2. Description of the trip: A fact-finding trip to Illinois to learn about policies and best practices that are helping to drive advances in energy efficiency and energy productivity.
-
3. Dates of travel: July 21 - July 21, 2017
4. Place of travel: Chicago, IL
-
5. Name and title of Senate invitees: Please see attached
-
6. I *certify* that the trip fits one of the following categories:
- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR –
- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND –
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND –
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

The Alliance to Save Energy, as the sole sponsor of this trip, was responsible for planning the trip in its entirety and staff members of the Alliance will accompany all participants throughout the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
Please see attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Please see attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see attached.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$450	NA	\$74	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Please see attached.

19. Name and location of hotel or other lodging facility:

NA

20. Reason(s) for selecting hotel or other lodging facility:

NA

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

For the purposes of this trip, the cost of meals and other incidental expenses will remain within the per diem limit set by the General Services Administration.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Attendees will take a plane to Chicago, which will be coach.

To attend sites in the greater Chicago area we will use public transit, mini bus or taxis for transportation.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided to, paid for or reimbursed to Senate Invitees by the Alliance to Save Energy.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Kateri Callahan, President

Name of Organization: Alliance to Save Energy

Address: 1850 M Street, NW, Suite 610, Washington, DC 20036

Telephone Number: (202) 857-0666

Fax Number: (202) 334-9588

E-mail Address: kcallahan@ase.org

For questions, please contact Reed Brown at rbrown@ase.org or (202) 530-2241.

SECRET

13.

14.

- Field trip to Newark, New Jersey and New York, New York that took place from February 21-23, 2017
- Field trip to Boston, Massachusetts that took place from August 10-12, 2016.
- Field trip to San Francisco Bay Area that took place from August 12-14, 2015.
- Field trip to Hartford, CT on August 22-23, 2012 (including travel days).
- Field trip to Denver, CO on January 11-13, 2012 (including travel days).
- Field trip to Philadelphia, PA on August 26, 2011.
- Field trip from August 28, 2005 – September 2, 2005 to:
 - Berlin, Germany
 - Stuttgart, Germany
 - Brussels, Belgium
 - Terneuzen, Netherlands
 - Rotterdam, Netherlands
 - Amsterdam, Netherlands

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Form RE-1

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U.S. Rep. Anthony Eggert
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U.S. Rep. Bert Van Hout
U.S. Rep. Yal Jensen
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U.S. Rep. Dana Soukup
U.S. Rep. Susan Story
U.S. Rep. Dave Stupak
U.S. Rep. Maryrose T. Sylvester
U.S. Rep. Dr. Susan Tierney
U.S. Rep. Marc Ulrich
U.S. Rep. Clinton Vance
U.S. Rep. Tim West
U.S. Rep. Steve Wright
U.S. Rep. Roy J. Yancheck
U.S. Rep. Susan Yonk

June 19, 2017

Sarah

Mae Stevens

Environmental Policy Adviser

U.S. Senator Ben Cardin

509 Hart Senate Office Building

Washington, DC 20510

Sarah

Dear Mae:

The Alliance to Save Energy invites you to join us on a fact-finding trip to Chicago, IL to learn about policies and best practices that are helping to drive advances in energy productivity across the country. As currently planned, this trip will include several visits in Chicago and is scheduled for July 21, 2017. We have invited staff members from both sides of the aisle and from both Chambers to participate, to ensure well-rounded and robust discussions.

Over the course of the day, we will visit a building technologies innovation center, tour the area's largest and most efficient aquarium and explore a utility training center that trains current and future workers on managing a modern electric delivery system. We also plan to learn from discussions with local officials and members of the Illinois state legislature, Governor's office and representatives from the office of the Mayor of Chicago.

This fact-finding mission is an excellent opportunity for Congressional staff to learn about state activities and businesses' progress to improve their energy productivity. The exchange can be used to develop, refine and advance policies at the federal, state and local levels.

Thank you in advance for your consideration. We expect a significant level of interest in this trip and, with limited capacity, we encourage you to respond at your earliest convenience as we will be accepting participants on a first-come, first-served basis. To meet the requirements set by the Ethics Committee, we will finalize the agenda and attendee list by June 16th. If you would like to join us, or have any questions regarding the trip, please feel free to get in touch with Reed Brown, the Alliance's Senior Associate for Government Affairs, at rbrown@ase.org or (202) 530-2241.

Best,

Kateri Callahan

President, Alliance to Save Energy -+